FaDSS REFERRAL INSTRUCTIONS

The FaDSS Referral form will be transmitted between PORMISE JOBS and FaDSS through email and formatted through the signature line. To minimize the length of the referral we suggest that you limit the email to one confidentiality statement. If your agency does not have confidentiality statement use the generic one that is used in the examples below. Your personal signature should only include your name, agency, and phone number.

Part A Email:

Purpose: Part A Email: Is used to make a referral to the FaDSS program and to inform PROMISE JOBS of the pending referral.

Referral Source	Completed By	Timeframe	Action Needed
PROMISE JOBS	PROMISE JOBS Worker or FaDSS Worker if PROMISE JOBS calls FaDSS		FaDSS will begin recruitment
Other than PROMISE JOBS*	FaDSS Worker	One Week send to PROMISE JOBS	PROMISE JOBS will respond if family is not on FIP or LBP is pending

*If referral source is Monthly FIP List do not complete Part A until you have talked with the family.

Process:

- To Begin the Part A Email: Choose Signature Part A FaDSS Referral

- Fill in Subject Line: Type FaDSS Referral Part A - family's name

- Fill out the embedded form and email. Attach the current FIA.

- Save Part A FaDSS Referral in the FaDSS Referral Folder on computer.

Client Name: Enter the name of the family that you are referring or have been referred to the FaDSS program.

Address: Enter the address of the family. This should be a street address that the FaDSS worker would visit the family.

City/State/ZIP: Enter the city and state the family lives in and the zip code that would be used for mailings to the family.

Phone: Enter the number that the family has provided. This should be a number that the FaDSS worker would be able to contact the family.

DHS Case #: Enter the nine digit DHS number of the family.

State ID#: Enter the eight digit DHS State ID number of the head of the household. This number should ne the number of the client name that was used at the top of part A.

Comments: You may include any relevant information here that you feel is important to the referral to the FaDSS program. Explain why a referral to the FaDSS program is being made. Include identification of specific barriers or issues such as teen parent, child care, transportation, domestic violence, substance abuse history.

If FaDSS is completing this part state the referral source or if FaDSS is completing the form due to a phone referral from PROMISE state per our phone conversation.

Example of Part A Email
"THIS MESSAGE CONTAINS CONFIDENTIAL INFORMATION. UNAUTHORIZED USE OR DISCLOSURE IS PROHIBITED"

Part A:
Client Name:
Address:
City/State/Zip:
Phone:
DHS Case Number:
State ID Number:
Comments:

Signature include name, agency, and phone number

Part B Email

Purpose: Part B Email: Is used to notify PROMISE JOBS status of the referral.

Referral Source	PART B Completed By	Timeframes
Any	FaDSS	One Month from date Part A emailed to PROMISE JOBS

Process:
- To Begin the Part B Email find Part A email for family in the FaDSS Referral Folder.

- Open up that email and choose reply to and insert signature for Part B FaDSS Referral.

- Change the Subject line to: Part B FaDSS Referral and type in family name

- Fill out embedded form and email to PROMISE JOBS

- If the family is not placed on the waiting list this referral is complete. The last email sent to PROMISE JOBS should be printed out and placed in the family file. This last email will contain both Part A Email and Part B Email.

- If a family is placed on the waiting list put the last email that you sent to PROMISE JOBS in the FaDSS Referral folder.

Referral received from what source: Enter the source of the referral to the FaDSS program.

Referral Status: *Highlight or underline the status of the referral*

Yes: Select yes if the family has agreed to participate in FaDSS and enter the enrollment date.

First No: Select this option if FaDSS was able to communicate with the family and the family chooses not to enroll in FaDSS. The referral is considered closed if the family declines services.

Second No: Select this option if FaDSS is unable to meet with the family. Enter the number of attempts you have made to contact the family either in person, by phone, or written correspondence. The referral is considered closed if FaDSS is not able to contact the family.

Waiting List: Select if the family has been place on the waiting list to obtain FaDSS Services due to no current openings at the grantee.   A copy of the Part A email and Part B email is kept with the waiting list.

Example Part B Email

"THIS MESSAGE CONTAINS CONFIDENTIAL INFORMATION. UNAUTHORIZED USE OR DISCLOSURE IS PROHIBITED"

PART B
Referral received from what source:
Referral Status:
       Yes, family has enrolled in FaDSS, effective date of enrollment:
       No, family has declined FaDSS Services at this time
       No, we have been unable to meet with this family. We have made _____# attempts to contact

Waiting list, family has been added to FaDSS waiting list.

Signature must include name, agency, and phone number

Part C Email

Purpose: Part C Email: Is used by FaDSS to notify PROMISE JOBS that a family was removed from waiting list.

Referral Source	PART C Completed By	Timeframes
Any	FaDSS	Upon Removal form waiting list for any reason.

Process:
THE FAMILY MUST BE RECEIVING FAMILY INVESTMENT PROGRAM BENEFITS AT TIME OF ENROLLMENT IN THE FaDSS PROGRAM.
The local guidelines for removing a family from the waiting list must be followed.

- When a family is removed from the waiting list, retrieve Part B email from the FaDSS Referral Folder.

- Open up that email and choose reply to and insert signature for Part C FaDSS Waiting List.

- Change the Subject line to: Part C FaDSS Referral and type in family name

- In the embedded form enter the date in the appropriate line indicating the reason you are removing the family from the waiting list.

- Send this email to PROMISE JOBS and print off and place in the family file.

Example Part C Email

"THIS MESSAGE CONTAINS CONFIDENTIAL INFORMATION. UNAUTHORIZED USE OR DISCLOSURE IS PROHIBITED"

Famiy was removed from waiting list

_____ Date enrolled in FaDSS

_____ Date declined FaDSS services

 Signature must include name, agency, and phone number

TRANSFERS: (Between two different FaDSS Grantees)

Purpose: Is used to notify PROMISE JOBS status that a current FaDSS family is transferring to a new FaDSS grantee and the date that grantee enrolled the family in their FaDSS program.

Process
- FaDSS will send Part A and Part B Email to PROMISE JOBS when a family transfers to their program. See the instructions above for Part A and Part B. In Part B the referral source is Transfer. Print off and place in family file.

- New Specialist should communicate with PROMISE JOBS to ensure that FaDSS remains in the FIA unless exempt from PROMISE JOBS.